



**INTERSTATE COMMISSION FOR JUVENILES**  
**EXECUTIVE COMMITTEE**

**Face-to-Face Meeting**  
**Tempe Mission Palms**  
*Minutes*

**October 7, 2013**  
**2:00 p.m. WST**

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**Committee Members in Attendance:**

1. Terry Clark (PA) Chair
2. Summer Foxworth (CO) Vice Chair
3. Phil Cox (OR) Treasurer
4. Patrick Pendergast (AL) Designee
5. Judy Miller (AR) Designee
6. Damian Seymour (DE) Designee
7. Jean Hall (FL) Commissioner
8. Rose Ann Bisch (MN) Commissioner
9. Anne Connor (NV) Commissioner
10. Traci Marchand (NC) Commissioner
11. Trudy Gregorie, Victims Representative, Ex-Officio
12. Rick Masters, Legal Counsel

**Guests in Attendance:**

None

**ICJ National Office Staff in Attendance:**

1. Ashley Lippert, Executive Director
  2. Jenny Adkins, Project Manager
  3. Morgan Rhodes, Training and Administrative Coordinator
  4. Emma Goode, Administrative and Logistics Coordinator
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**Call to Order**

Chair Clark called the meeting to order at 2:02 p.m. WST.

**Roll Call**

A. Lippert called the roll. Twelve of the twelve members were present establishing a quorum.

**Agenda**

**S. Foxworth (CO) made a motion to approve the agenda. J. Hall (FL) seconded. The motion passed.**

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## Minutes

The minutes from the September 26, 2013 meeting will be available at the next meeting.

## Executive Director Report (presented by Ashley Lippert)

### *JIDS Performance Test*

- A. Lippert updated that the National Office contracted Compuware to conduct a load test on JIDS. A. Lippert reported the load test was conducted to determine how the application performs under stress. The goal was to ramp up the contracted specifications for 750 concurrent users and hold for 10 minutes. The load test followed a five step script:
  1. Go to JIDS home page
  2. Login to JIDS
  3. Search for a juvenile
  4. View a document
  5. Log out
- A. Lippert reported that the test started to fail in the second minute. The two largest failures occurred during *search* and *log in*. The response times doubled and a maximum failure rate of 75 percent occurred at the onset of 48 concurrent users. The test ended after seven minutes.
- A. Lippert reported sharing the results with InStream and their diligent efforts to identify the issue and design a solution. The issues were identified as server underutilization and insufficient database structure. The proposed resolution for the underutilized server was to increase the number of application server pools. She updated that to date, five have been added. The proposed resolution for the insufficient database structure would be to optimize performance by restructuring indexes.
- A. Lippert announced that by the end of October, both InStream and ICJ will conduct another stress test. In addition, A. Lippert asked Compuware to provide a proposal for ongoing performance monitoring.
- P. Pendergast (AL) questioned the cost to the additional application pools. A. Lippert clarified that ICJ has not incurred any additional costs.
- The Executive Committee discussed what action needed to be taken at the end of 30 days and receiving the results of the second load test.
- Chair Clark commented on the exorbitant costs to build a state system in Pennsylvania. He referenced the original JAD meetings to determine functionality requirements and the move by the Commission to purchase a forms management system initially with aspirations to build a more robust system in the future.
- R. Bisch (MN) shared experience to the differences between JIDS (forms-based system) and ICOTS (case-management system).
- A. Lippert commented to the past year of launching JIDS on the heels of changing rules, noting the stabilization of rules impacts any system.
- The Executive Committee discussed the information presented and agreed with the 30-day plan to resolve whether the issues reside with the application (FileBound) or the provider (InStream).

## Committee Reports

### Executive Committee (presented by Terry Clark)

- Chair Clark proposed discussion regarding a longevity plan for ICJ National Office Staff.

- R. Masters advised that in accordance with ICJ Statute, the meeting should move to closed session for the discussion of personnel matters.
- **S. Foxworth (CO) made a motion to move to closed session. R. Bisch (MN) seconded. The motion passed unanimously.**
- **J. Miller (AR) made a motion to end the closed session. P. Cox (OR) seconded. The motion passed unanimously.**
- **P. Cox (OR) made a motion to adopt a 15-year longevity step plan and waiver of benefits bonus option for the ICJ National Office Staff. P. Pendergast (AL) seconded. The motion passed unanimously.**

**Finance Committee** (presented by Pat Pendergast)

- Chair Pendergast reported the Finance Committee met on September 24, 2013. He presented the Finance Committee's recommendation to participate in the CSG-sponsored Vanguard portfolio long-term investment option dollar cost averaging \$240,000 over 12 months at \$20,000 per month, beginning December 2013. He updated that the details of the Vanguard Long Term Investment Option will be shared with the membership during their respective region meetings Tuesday and presented for vote during the General Session Wednesday. Finance Chair Pendergast, Treasurer Cox, Commission Chair Clark, and Executive Director Lippert will provide the South, West, East, and Midwest Regions respectively detailed information and address questions regarding the Vanguard Investment option during Tuesday's region meetings.
- J. Miller (AR) suggested the four presenters be prepared to answer the questions expected for the growing reserve fund.

**Training, Education & Public Relations Committee** (presented by Jean Hall)

- Chair Hall updated that the Training, Education, and Public Relations Committee has not met since the last Executive Committee meeting.

**Rules Committee** (presented by Rose Ann Bisch)

- Chair Bisch reported that the Rules Committee has not met since the last meeting noting the rules round table discussion and public hearing are scheduled for Tuesday.
- P. Pendergast (AL) questioned the perception from regions regarding the proposed amendment to Rule 7-101. The representatives shared the proposal discussions and concerns regarding the 2-year rule making cycle and amendments from the floor.
- R. Bisch (MN) commented that the strategic plan hinges on the stabilization of rules noting the intent of the proposal is not to suppress discussion but to encourage early involvement and ample vetting. A. Lippert spoke to the conflict of approving the strategic plan without approving the 2-year rule making cycle.
- R. Masters advised if passed under Roberts Rules of Order, the rule could be suspended in case of an emergency or the rule could be repealed.
- J. Hall (FL) suggested the information above be shared with the membership during the rules round table discussion and the region meetings.

**Compliance Committee** (presented by Summer Foxworth)

- Chair Foxworth updated the Compliance Committee met September 23 and reported Illinois has established a State Council.
- Chair Foxworth reported a response letter was received from California regarding the CA Sunset Clause, appointment of a state council, and the ongoing assistance volunteered by Anne Connor (NV) with the day-to-day California Compact operations.
- Chair Foxworth presented California's response letter and the recommendation of the Compliance Committee to authorize legal counsel to issue a second letter to California to

request clarification of the ICJ operations reorganization and to notify California that the assistance currently provided by A. Connor (NV) will cease December 31, 2013.

- R. Masters reported a letter has been drafted and the issue will be presented under his legal report. Additionally, he recommended that the 2013 Annual Meeting General Session Agenda be amended to move the Legal Report prior to lunch to accommodate the possibility of a closed session during his legal report to discuss internal compliance issues.

#### **Technology Committee** (presented Traci Marchand)

- Chair Marchand updated on the 2013 Annual Business Meeting Tuesday Training Session I on JIDS. Anne Connor (NV) and Robyn Peterson (OH) will provide JIDS training and helpful lessons learned on how to use JIDS.
- S. Foxworth (CO) suggested a caveat at the onset of the Training Session noting the focus to be JIDS training. JIDS performance questions may be addressed on Wednesday.

### **Region Reports**

#### **East Region** (presented by Damian Seymour)

- Representative Seymour reported he will step down as the East Region Representative at the close of the annual business meeting and the East Region will elect another representative during the regional meeting on Tuesday.
- Representative Seymour reported that the East Region met four times during the year and provided a brief update on the following topics of discussion: strategic initiatives, state councils, JIDS, proposed rule amendments, dues, state's personnel changes, and non-members Georgia and Puerto Rico.

#### **Midwest Region and AAICPC/ICJ Work Group** (presented by Rose Ann Bisch)

##### *Midwest Region*

- Representative Bisch reported the Midwest Region met on September 16. R. Peterson (OH) provided a JIDS training refresher. Representative Bisch reported the Midwest Region met four times during the year and provided a brief summary of the topics of discussion over the past year.

##### *AAICPC/ICJ Work Group*

- Co-Chair Bisch briefed on the work of the AAICPC/ICJ Work Group over the year including the proposal of two ICJ rule amendments, requests for legal guidance, development of case scenarios, outreach to the NCJFCJ regarding a judicial survey, and opposition to the Coalition of Juvenile Justice Safety Opportunity and Success Project (SOS Project). She reported the ICPC is seeking more involvement from its membership.
- Co-Chair Bisch recommended the work of the AAICPC/ICJ Work Group continue to develop best practices guidelines and foster communication, cooperation, and collaboration.

#### **South Region** (presented by Judy Miller)

- Representative Miller reported that the South Region met twice during the year to discuss JIDS, the strategic initiatives, rule proposals, and prepare an officers slate.

#### **West Region** (presented by Anne Connor)

- Representative Connor reported the West Region met six times during the year discussing JIDS, state councils, proposed rules amendments and California.
- Representative Connor provided an update on her volunteer efforts with California; the extra work would have not been possible without JIDS and she will share many of the

lessons learned in the training session on JIDS in the meeting Tuesday. She updated on the positive short-term plan by California to develop an ICJ Compact office noting both Commissioner Hill and Michael Farmer will attend the annual meeting.

### **Victim's Representative**

- T. Gregorie updated that the structure of the Division of Juvenile Justice at the national level is being studied.

### **Legal Counsel Report** (presented by Rick Masters)

- R. Masters updated on the legal report that will be presented during the 2013 Annual Business Meeting General Session. The Executive Committee considered and agreed to the documents and actions planned as follows:

#### *White Paper*

- R. Masters presented a redraft of the white paper reviewed by the Executive Committee at the last meeting entitled, Temporary Secure Detention of Non-Adjudicated Juvenile Runaways. The white paper is a legal analysis to ensure courts and other agencies are aware of ICJ's rules and will serve as a resource to document the circumstances under which a non-adjudicated juvenile may permissibly be detained under the ICJ as a recognized exception to the Juvenile Justice and Delinquency Prevention Act (JJDP). R. Masters updated that he has requested that a footnote be included in the JJDP codes recognizing the ICJ specific sanction.

#### *California*

- R. Masters presented a draft letter as recommended by the Compliance Committee to California requesting clarification of the ICJ operations reorganization by California and the conclusion of volunteer services by A. Connor on December 31, 2013.
- The Executive Committee discussed and agreed with the letter as editorially corrected. R. Masters agreed to hand deliver the letter to Commissioner Hill during the week. The letter requests a response within 30 days. R. Masters commented that Commissioner Hill may wish to address the Commission during the closed session on Wednesday.

### **Old Business**

There was no old business.

### **New Business**

- A. Lippert acknowledged the leadership of Chair Terry Clark for the past three years. The Executive Committee acknowledged his valuable contributions to the Commission. Chair Clark expressed his appreciation to the Executive Committee members.

### **Adjourn**

- **P. Cox (OR) made a motion to adjourn. S. Foxworth (CO) seconded. The motion passed. Chair Clark adjourned the meeting at 5:15 p.m. WST.**